

GENERAL SERVICES ADMINISTRATION

Washington, DC 20405

January 30, 1991

FIRMR BULLETIN C-5

TO: Heads of Federal agencies

SUBJECT: Delegation of procurement authority for a specific acquisition

1. Purpose. This bulletin describes procedures for requesting a delegation of the General Services Administration's exclusive procurement authority for a specific acquisition.

2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled.

3. Contents.

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4. Related material.

- a. FIRMR 201-20.305
- b. FIRMR Bulletin C-7

5. Information and assistance.

General Services Administration (KMAS)
18th and F Sts., NW
Washington, DC 20405
Telephone: FTS 241-1566 or (202) 501-1566.

TC 90-1

Attachment

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6. Acronyms.

APR Agency Procurement Request
DPA Delegation of Procurement Authority
FIP Federal Information Processing
OMB Office of Management and Budget

7. GSA's authority. GSA has exclusive procurement authority for FIP resources. GSA either authorizes agencies to contract for FIP resources under a DPA or contracts for these resources for agencies.

8. Agency responsibility. In accordance with FIRMR 201-20.305-3, Federal agencies shall submit an APR to GSA when the acquisition is not covered by either a regulatory DPA or a specific agency DPA.

9. GSA decision. In response to an APR, the GSA Commissioner, Information Resources Management Service, or a designee will:

- a. Delegate authority to conduct the contracting action;
- b. Delegate authority to conduct the contracting action and provide for GSA to participate with the agency in the contracting action;
- c. Provide for the contracting action by GSA or otherwise satisfy the requirement on behalf of the agency; or
- d. Deny procurement authority.

10. Agency recourse. If GSA denies an APR, that denial is subject to review and decision by the Director of OMB, unless the President otherwise directs. Such review and decision is made only on the basis of a written appeal by the agency head, and such written appeal, together with any written communications to GSA or any officer or employee of OMB concerning such denial, will be made available to the public. Appeals should be directed to:

Director, OMB
Old Executive Office Building
Washington, DC 20503

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11. APR submission. The agency will prepare each APR in accordance with the instructions provided in the Attachment to this bulletin and forward the original and one copy of the APR, signed by an official who has been authorized to submit APR's, to:

General Services Administration
Authorizations and Management Reviews Division (KMA)
Washington, DC 20405.

12. Use of FAX to submit APR's. Agencies are encouraged to use GSA's FAX facilities at (202) 501-2856 to submit APR's. GSA will send a single FAX copy of any resulting DPA to the requesting agency if the agency provides a FAX number with the APR. APR's submitted via FAX must be followed-up by the original APR signed by an authorized official sent to GSA at the above address.

13. GSA response. GSA will act within 20 workdays after receiving full information from an agency submitting an APR or supplemental APR data. To establish a common understanding of the 20-workday period, GSA will provide, within three days of receipt of the APR, verification that identifies the date of receipt of an APR or supplemental APR data, the name and telephone number of the person handling the APR, the file and case number, the day the 20-day clock expires, and other information as appropriate to the agency concerned. When the 20-workday period (plus 5 calendar days for mail time) has expired and GSA has not yet responded, the agency concerned may proceed with the contracting action as though it had, in fact, received a GSA delegation.

14. GSA review. GSA will promptly review and take appropriate action on the APR. For significantly large or complex acquisitions, or for cases with significant compatibility-limited requirements, GSA will conduct a comprehensive review of the acquisition before issuing a DPA. In these instances, GSA will require the submission of additional information. If the GSA review finds that the APR does not contain all the information required or that unusual circumstances surrounding the acquisition dictate that a longer appraisal period will be required, GSA will provide, within the 20-workday period, written notice to that effect, including an estimate of the time required to complete the review. Under these circumstances, the automatic delegation rule as set forth in 13. above does not apply.

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15. Cancellation. FIRMR Bulletin 66 is canceled.

Thomas J. Buckholtz
Commissioner
Information Resources
Management Service

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Attachment A

INSTRUCTIONS FOR PREPARING
AN AGENCY PROCUREMENT REQUEST (APR)

1. Agency information.
 - a. Provide agency name, address, and location where FIP resources will be installed or services will be performed.
 - b. Provide the name, position title, organizational identity, and telephone number of the senior program, technical, and contracting officials assigned to the acquisition and a description of the organizational structure to support these officials during the acquisition.
 - c. When the dollar value of the acquisition is \$25 million or more, for each official identified in b. above, provide the following information:
 - (1) Experience in previous major FIP resources acquisitions.
 - (2) Responsibilities, scope of authority, and reporting structure with respect to the acquisition.
 - (3) Whether assignment to the acquisition is full or part-time and, if part-time, the nature of other responsibilities.
2. Project title and description. Provide the project title and a brief but specific description of the primary agency programs that the FIP resources will support.
3. Current support. Provide a brief but specific description of the current FIP resources supporting these programs.
4. FIP resources to be acquired. Provide a brief but specific description of the FIP resources to be acquired during the contract life. Include pertinent information about the applications (e.g., ADP, telecommunications) the agency may wish to present that will help GSA understand the requirements. This description should describe how changing requirements will be satisfied (e.g., resources required for system expansion, anticipated augmentations, upgrades, and other system modifications) during the contract life, if such requirements will be included in the solicitation.

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5. Contracting approach.

a. Indicate whether or not the proposed contracting approach is to satisfy a requirement using a specific make and model specification and whether compatibility-limited requirements will be used.

b. Identify by fiscal year and quarter the planned milestones for release of the solicitation and contract award.

c. If the request involves a pilot or prototype, describe the strategy for the follow-on implementation phase.

d. Indicate whether the acquisition plan (see FAR 7.104(c)) contemplates contracting under policies and procedures for--

(1) Full and open competition (see FAR Subpart 6.1);

(2) Full and open competition after exclusion of sources (see FAR Subpart 6.2); or

(3) Other than full and open competition (see FIRMR Subpart 201-39.6 and FAR Subpart 6.3). In addition, provide the applicable statutory contracting authority cited in FIRMR Subpart 201-39.6 or FAR 6.302-1 through 6.302-7 permitting the use of such procedures.

6. Estimated contract life and cost. The estimated contract cost of the acquisition is to be identified by type of FIP resource for the contract life and includes all anticipated optional quantities, resources, and periods. Detailed cost breakdowns may be included when necessary to describe clearly the estimated cost. The estimated total contract cost (for all years) should correspond to the planned contract life. The delegation of procurement authority resulting from this submission will be limited to the contract cost and years set forth in it.

FIP Resource	Estimated Contract Cost
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-FIP Equipment

-FIP Software

-FIP Services

-FIP Support Services

-FIP Related Supplies

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TOTAL FIP Resources
TOTAL Other Than FIP Resources
TOTAL Contract Cost

-Contract Life (Years)

7. Regulatory compliance.

a. Provide a statement to indicate that the agency has reviewed and complied (or will comply) with all applicable regulations or list the deviations from the regulations that apply to this request for approval and provide an explanation for each deviation request.

b. Provide the date of completion or most recent update of the following documentation, or indicate not applicable (see FIRMR Part 201-20):

Documentation	Date
-Requirements analysis.	
-Analysis of alternatives.	
-Determination to support compatibility-limited requirements.	
-Conversion study.	
-Certified data to support a requirement available from only one responsible source.	
-Certified data to support a requirement using a specific make and model specification.	
-Description of planned actions to foster competition for subsequent acquisitions.	
-Justification for more than one agency to provide switching facilities or services at building locations.	
-Exception to the use of FTS/FTS-2000 mandatory network services.	
-Exception to the use of GSA local telecommunications service mandatory switching services.	

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8. Agency remarks. Provide additional information concerning any of the above items or special conditions associated with this acquisition; e.g., required building construction/modification by GSA. As applicable, request GSA multiyear contracting authority for telecommunications resources.
9. Agency/GSA references. Provide references to related GSA delegations (including previous GSA case numbers), meetings, telephone discussions, etc.
10. Authorization. Agency-authorized signature, position title, organizational identity, date.

